Meeting Summary

Note: The DOI Occupational Safety & Health Council is referred to SHC or the Council in the following notes.

IAS Update (Armando Galindo)
- See presentation for details (SMIS_12_04_2013.pptx located on the OSH SharePoint site)
- Discussed non-safety person reporting using the flow sheet for the New SMIS Recordability Determination. Will the determination be correct or introduce incorrect data? Armando confirmed that the flow chart went through testing and is simplified for ease of use.
- Discussed making exposure assessments accessible to all bureaus. Armando expects this change to be completed by the end of February 2014.
- USGS would like to use the IAS this fiscal year and upload data, if possible. However, the SMIS module needs to go through testing for functionality first, before data is uploaded. Armando will talk to the programmers about the possibility of USGS using the system and uploading data before it goes live, but only after it has been tested for functionality.
- BOR would like to look at the system in person this month. Jim will coordinate with Armando.
- SMIS CCB meets every month. Change requests are reviewed by the SMIS user group. Change requests go through CCB and then to the user group. If there are no requested changes, the meeting is cancelled.
- Looking into adding a workers' comp component to SMIS. Barry will share the statement of work with those interested. It should be available in early February.

Predictive Solutions (Josh and Dan)
- See presentation for details (CW Predictive Solutions.pptx located on the OSH Sharepoint site)
- System can capture human behavior vs. conditions.
- Recommend self-reporting or a job safety analysis before starting work for lone workers in remote locations that are difficult to inspect. This allows the individual to self-assess working conditions.
- Simple process to get started (6-8 weeks to get going). Should DOI be interested in the system, the company would break up the scope of work by bureaus, and then roll together for DOI. This would require about 4 days (stretched out over 6-8 weeks) time investment from each bureau to get started. The company would stay engaged through the entire process. Once started, they turn over the process to our internal IT team to integrate. The company uses an integrated system to connect the DOI system with the Predictive Solutions system.
- Pricing is based on users. Licenses are based on how it is being used and total number of licenses.
- **SHC Discussion** – Concerns about security around connecting to their system. IAS captures the same data and could tailor the system to analyze the data similarly. It would be a tool for full-time safety folks to determine how things are going with inspections. It might be difficult to get additional reporting from the field. It could be useful for BSEE/BOEM.
- NPS needs tools to lead CDSOs through the inspection process – something interactive for a non-safety person to conduct an inspection. They also need to capture data from facility managers.
- FWS likes the concept and technology. Once IAS is in place, we might be able to duplicate part of the system's capabilities. DOI has limited resources. Would we really be able to use the functionality or have the appropriate resources? There would be some time before something like Predictive Solutions can be used fully for a benefit.
- SHC recommends putting moving forward on hold until we see how we can use IAS for some of the same functions. We will need to look at IAS as a multi-tiered development project with this type of functionality down the road. Will develop a technical review board to start the process for defining

what we would like to see in the future development of the IAS and in what order we should roll out the functionality.
- Would need any recommendation for needed funding by May 2014 for it to get in to the 2016 budget.

DOI University Presentation
- Pat Houghton – Discussed the current status in DOI Learn and the future of the system.
  - See presentation for details (DOILearnSHC122013.pptx).
  - Bureau Managers/Data Stewards for DOI Learn: http://www.doi.gov/doilearn/datastewards.cfm
  - Environmental, Safety & Health SkillSoft courses are available in DOI Learn for participating bureaus. Courses will be available through September 2014. SkillSoft catalog info: http://www.doi.gov/doilearn/skillsoft_info.cfm - scroll to middle of page to see links to various catalogs, including the Environmental, Safety and Health (ES&H) catalog. Copy the course name from the Skillsoft site and then paste into DOI Learn catalog search function.
  - Safety Learning Plans are available. They can be assigned by your bureau manager.
- Moira Steinberg – What we do in DOI University (DOIU) compliments what you do in the safety community. DOIU can work with you to change behavior and the safety culture. How do you get people to change: ease of use and perceived value (culture). Here's a model to follow: Skills, Knowledge, Motivation, and Environment. Moira will be contacting meeting participants to see how she can work with you. For example, Moira could participate in an evaluation to determine how to change behavior, and help you strategize to get you to where you need to go. How can we get people to do what they are supposed to do when no one is looking?

Watercraft Work Group Status Report (Gary Hill)
Met last year in San Diego. Reviewed the FWS MOCC Student Manual at that point. This year's meeting was cancelled due to furlough. Once the manual is approved, it will go to the SHC to review and approve. Once approved by SHC, it can be implemented department wide.

Industrial Hygiene Work Group Status Report (Tim Radke)
- Had a call several weeks ago to discuss items. Exposure assessment database - not much is going on with this right now. Waiting to be able to upload documents to it. There haven't been many new exposure assessments added because of limited funding. Pushing review and approval process to add new assessments to the bureau IHs instead of these going to Tim.
- USGS – Can a memo go out to the bureaus mandating the database to help with implementation? The SHC needs to decide how to communicate this, how to encourage use, and if the database will be mandated – might need a change in the DM. Participation is voluntary right now.
- The database is working on the demo server, and they don't expect any issues when it is moved from the demo server.
- Noise exposure in aviation operation – discussed how to tackle this issue. Tim has been in touch with aviation manager to identify who is involved in their operation, number of people involved, length of exposure, and whether or not a hearing conservation program is needed.
- Hearing Conservation – Discussed how to determine who would participate in a program. Working to determine inclusion criteria as part of the aviation piece.
- Forest Service Noise Assessment Project for Firefighter Operation – Monitoring noise exposure during firefighting – work group is trying to link up to this project.
- Discussed the idea of an IH handbook and a technical manual for how to do IH work. Determined that this isn't a priority for the work group. The work group would either make an addendum to the medical handbook or create a handbook around specific Interior issues modeled after the medical handbook.

Safety & Health Program Evaluations
- How can the Department do evaluations differently at a lower cost? OSH needs to send recommendations to Mary Pletcher (acting Deputy DASHO) on behalf of the SHC.
- Current DOI policy requires 3 evaluations/year
- During the next cycle of evaluations – Have any improvements been made? Round two of the evaluations could be shortened because the data collection may not need to be as extensive. The field visits would still be required to validate that everything is in place and being implemented; fewer locations could be visited to reduce costs.
- The USGS evaluation will continue as planned in 2014 for consistency through one full cycle. If a new contractor begins, it would start with the next cycle of evaluations.
- Alternatives and next steps are reflected in the table below.

Current Evaluation Program	Suggestions	Next Steps
3 evals/year FOH-Contractor $85K/eval 2.5 people (FTE) (2) 10 weeks each/eval (1) 2 weeks/eval 22 wks/eval + travel ($4K) Evaluators are at the GS-14 grade level	Hire one person to conduct all evaluations & reduce evaluations to 2/year. Reduce evaluation cycle from 22 weeks/eval to half of that time (11 weeks/eval). However, would this still provide an effective evaluation? Shorten data collection time. Using the accountability model? Use resources from the bureaus - but the safety community doesn't have the staff resources and this option would likely not save money. Research other contractors with lower costs. Might be able to get a higher quality evaluation for less money from one contractor. Stop using FOH. With current evaluation team, is it necessary to have two evaluators - could it be reduced to one? One option would be for the OSH staff to conduct evaluations using its internal staff; since they know the business, this could save money with not having to get up to speed with the work. Or have OSH conduct pre-work while the contractor completes the rest of the work. Ask FOH to reduce staff/costs. Ask for one higher-quality contractor instead of two. A bureau recommended that the current contractors not engage with senior leadership. Define how the 22 weeks are used in detail.	**Benchmark process other federal agencies are using.** Define what evaluations should look like – what can be cut? What is really needed? Then create a different model with less extensive outputs & less intensive model. Take a closer look at current model – how are 22 weeks used. What does the end product need to look like? Create government estimate for what it will take to complete the work. Request contractors bid to determine available options.

Other Business

- SMIS CCB & Workers' Comp (WC) Council update – Tasked with developing workers' comp evaluation program. They asked Barry to modify the OSH evaluation program so they can tag along and do a WC evaluation as well. SHC does not think this is a good idea.
- DM Chapter 30 has been delayed until further notice. OSH is awaiting Mary Plethcer's approval to move forward with Office of Law Enforcement and Emergency Services.
- Forest Service (FS) SAI – Forest Service has a new method for investigating SAI. The Department will be sitting with Forest Service in a year to develop a new accident investigation protocol. The FS offered training and exposure to prepare DOI for next year.
- At the OSHA Roundtable meeting held 12/3, in order for OSHA to justify a Section 5(a)(1) citation, they would have to meet certain criteria first. Basically, if a standard is below the OSHA Permissible Exposure Limit, and employees are getting sick, federal agencies can get citations.
- At last DASHO meeting, Ed was assigned to get a sense for the number of employees who do not have the education requirements for the new OPM proposed GS-0018 positions. Ed will send out an email Friday for a response from SHC members. He will include all of the information about the request, including other occupational series doing full time safety.

SAI Refresher Training Course Development (Mike May)

NPS wants to develop an online training for SAI. Is there a DOI need and can we partner to cover the cost. BIA, FWS and BLM are interested in partnering with NPS. Barry mentioned that the accident investigation SkillSoft course is a good overall introduction and could serve as an outline.

BLM is trying to fill vacant training coordinator position and can use this project as leverage to fill the position. Ed will contact interested bureaus for further discussion. The project needs to consider potential changes expected in a year from the Forest Service.

2014 Safety Week (Dave Schuller)

Would like to discuss a theme and start the planning for the 2014 safety week. OSH will need enough time to decide who will sign the proclamation.

Ideas:

- Use the WWII cartoon of Donald Duck demonstrating safety in a factory. Donald Duck says, "be safe."
- June is the National Safety Council (NSC) safety month; DOI could hold it the same time to utilize the NSC offered materials.
- Several SHC members feels Safety Week is a time to focus on safety, get the word out, refocus on importance of safety. However, others felt the Department should do away with "safety week" since it should be something that goes on throughout the year. Bureaus have stated that they will conduct safety days when it works best for them, not based on a date the Department establishes.
- There is consensus from the SHC members that if the Department continues with "safety week" that OSH needs to improve communication timing from the Department to the bureaus. However, OSH noted that it has no control over how fast a memorandum moves through the signatory process. OSH did state that it would send a copy of any message to bureaus, once it's routed for signature, so they can prepare in advance.

SHC brainstormed topics and events:

- Develop a theme at the start of the fiscal year so bureaus can hold safety week at their discretion.
- The proclamation from the Secretary is considered valuable to the bureaus. Once the memo is drafted, the theme and dates will be determined.
- One alternative approach is to change the focus to "safety appreciation week" to highlight best practices. We can run stories all week highlighting people in various bureaus. We can also add the stories to "oneInterior." The basis would be to "say thank you and show appreciation for the individual's safe actions." We could title it "Safety without hesitation." We would need the individual's actions described in a newsletter format or we can capture people doing something safe - such as a photo doing something safe and getting a brief explanation of what they did. We would ask

for nominations from bureaus. Each bureau could highlight one particular area that they want to cover.
- The Secretary's briefing packet could be modified to include something safety related for when she travels. OSH would try to get something safety-related into her travel packet to stimulate conversation at the senior executive level when she arrives on location.

Plan:
- Safety appreciation should be aligned with June safety month. We highlight stories throughout the month to have some flexibility.

Personnel Locator/Tracking Devices (Jim Meredith)
Jim wanted to bring the topic up to group. He has been contacted by vendors for personnel locator/tracking devices. He's looking at satellite-based devices. Is the council interested in hearing about the technology & capabilities from a vendor - the SHC recommended adding the topic to the next meeting to learn more about the new technology that's available. The technology has come a long way over the years to a smaller device with more features (predestinated messages, tracks someone in a remote site via satellite, tracks on a website). NPS is interested to see the latest technology. BLM offices are using various devices and Ed will share an article with the council with the pros/cons of different devices. BLM is trying to standardize a policy requiring some type of device, but will likely not dictate what device to use.

CDSO Taskbook Workgroup Update (Mike May) - Workgroup recommendations are in bold.
The workgroup discussed the taskbook. Should it be mandatory? There are requirements that are already mandatory through CFR and DM. Part of it should be mandatory because it already is through these authorities. **Recommended changing actions due for sections in CDSO taskbook that are mandated by CFR Part 1960 and the DM in 90 days instead of 180 days. Want to remove all hazards section of the taskbook due to the fact that these seemed to be two different issues.** The certification process should be the completion of the required areas in the CFR to make it more realistic. CDSOs are out in the field, but many are in administration where some of the requirements are not realistic. Bureaus can recommend additional training based on the hazards encountered by their employees. Initial goal of the taskbook was to document a way to determine how an employee is qualified to do their work because DOI Learn is not being used to track training by field offices – they find it complicated to use. The taskbook allows supervisors to appoint a CDSO and get the information in front of the employee quickly. The workgroup plans to review the available training on DOI Learn to determine if it is sufficient**. Since there isn't a way to know when a CDSO is appointed, recommend documenting the appointment in writing in order to track training and confirm that requirements are met within the established timeline – the letter would go to the regional safety manager.** Is this a bureau or Department decision/process? The Department needs to set the expectation, while bureaus are responsible for implementation. A mechanism is needed to improve communication. The process is working successfully in USGS; they have people who want to do the job. The SHC could benchmark Mary & Bill's program to make Departmental improvements. Also, the training doesn't actually teach someone how to inspect a workplace or administer a program. It gives them an overview. We need training that teaches about the management of the program (FWS provides classroom training). Mary will send her CDSO program policy to Dave to share with everyone. Does anyone have specific CDSO training to share with the group? Region 6 has classroom training that could be a best practice for the Department. Jim Chandler could present what he does at the next SHC meeting.

- DM 28 is on OSH SharePoint for editing.
- YouTube is also an option for sharing training. We could create our own channel.

Next Steps:
- The workgroup needs to audit the available classes to make sure that all requirements are covered. Visit the following link to see the available USGS safety courses (these are downloadable CD versions – all courses are available on DOI Learn): https://doiu.doi.gov/trainingcds/safetytraining.html#Collateral

- All SHC members will review DM 28 by Friday, January 17, 2014 so OSH can have it ready before the February SHC meeting.

Annual Assurance Statement (Dave Schuller)

If DM 2 is signed before notification has to go out for FY14, it should negate the assurance statement process for FY14. The SHC is in agreement with this. The annual assurance statement was meant to assure that we have a process in place. Once a process is in place, is there a need to repeat the process annually? The purpose of the assurance statement has changed drastically over the years. The potential issue with the assurance statement is that it has become institutionalized there might be some pushback because leadership is used to seeing this "piece of paper" and it's now being replaced by something else. The SHC will need to outline what has taken place (how it morphed into what it is today) since the creation of the assurance statement began to justify eliminating it now that we have the Program Evaluations, the DOI Risk Assessment System, and Inspections and Abatement codified in Departmental Manuals.

Annual 2014 OSHA Report

- Concern – we never see anything in return from OSHA after submitting the DOI report.
- Barry gave an intro reference for the OSHA roundtable discussion - he indicated that the OSHA required report due May 1, 2014 will be similar to the 2013 report format. **Council requests that the OSHA report be sent directly to them instead of through the DAHSO or a higher level**. Barry also mentioned that if there is something different than the previous year, the Department would send out a supplemental data call.
- For this year only we will be reporting on the fiscal year, not the calendar year. From 2014 and on, we will report on the calendar year.

DM Revision/Development

- DM surname status update:
  - DMs 1, 2, 4 have gone through the SOL surnaming process with changes. Dave will review and they'll go back to Exec Sec.
  - DM 30 is put on hold; awaiting guidance from Mary Pletcher.
  - Getting ready to submit DMs 7, 8, 9, and 21 through the surnaming process. DM 28 is on the SharePoint for SHC review and editing. OSH will also place the DM 13, Safety and Health Training to the sharepoint for joint SHC review and editing with DM 28. All SHC members will review DM 28 by Friday, January 17, 2014.
  - The 2014 DMs scheduled for review will be placed on the OSH SharePoint site.
- DM 7 SHC review and revision – Dave made changes to the document using track changes.

DASHO Agenda Items for January 2014 Meeting

- Automation Update - IAS overview and update, IH database (Bill Miller)
- DOIU's presentation on culture change

Other Business

- If the bureaus want to nominate someone for the FACOSH, it is open now on the federal register.
- FWS CCB change request was coordinated through Armando and Ralph.
- Kudos to Armando for characterizing that most SMIS changes taking place are technical, not major things. He is managing requests from outside stakeholders really well.
- NPS discussed the NPS Field Manual (Quick Series Guide). Mike can share the Word document text for anyone interested but not the actual Quick Series guide, it's copyrighted.
- There's a concern that BLM safety positions are not getting filled and even collateral duty positions are getting reduced because everyone has so many responsibilities. BLM is looking at state data (population of employees in each state and the number of safety employees, state comp cost, jobs that present high risk, etc.) to talk to leadership about the importance of filling these positions. FWS is experiencing the same issue in some of their regions. NPS started dashboards for each of the regions

and parks. Dashboards include ratio for employees and accident rates. Information is shared across NPS.

- Next Meeting - February 5 & 6, 2014 at FWS in Arlington, VA (unless a room is unavailable). Local council members will attend, all others can connect remotely.

Next SHC Agenda Items
- Personnel locator/tracking device vendor presentation
- Jim Chandler will talk about his CDSO program best practices from Region 6
- DM 28

Action Items

Action #	Action/Task	Resource Assigned to Task	Completion Date
1	Coordinate with Armando to schedule a time to see the system in person.	Jim	December 2013
2	Mary will send her CDSO program policy to Dave to share with everyone.	Mary	December 2013
3	Share article about personnel locator/tracking devices.	Ed	December 2013
4	Mike will draft the email for the benchmarking. Benchmark safety evaluation programs in other federal agencies	Mike Barry	12/6/13 January 2014
5	All SHC members will review DM 28 by Friday, January 17, 2014.	SHC	1/17/14
6	Research vendors for personnel locator/tracking devices and schedule one for a future SHC meeting.	Jim	Before next SHC meeting
7	CDSO workgroup members will review existing training.	Mike, Ed, Rose, Paul, & Bill	Before next SHC meeting
8	SHC will recommend bureau representatives by the end of January with the goal of holding the first meeting in February.	SHC – recommend representatives Armando – schedule first meeting	End of January 2014 February 2014
9	Share the statement of work for worker's comp component for SMIS to the SHC when it is available.	Barry	February 2014
10	Armando will make the change in SMIS to allow everyone access to the exposure assessments for any facility.	Armando	February 2014

Meeting Participants

Name	Affiliation
Shari Hanscomb	DOI/OS/Facilitator
Rose Capers-Webb	BSEE & BOEM
David Schuller	OS
Michael May	NPS
Bill Miller	USGS
Steve D'Antoni	OS
Barry Noll	OS
Paul Holley	BIA
Jim Meredith	BOR
Bob Garbe	OS
Armando Galindo	OS
Katie Bernardi	OS
Ed Jerome	BLM
Mary Parkinson	FWS
Ronnie Horne	OS
Maurice Banks	OSM
Rudy Smith	OS